Notice of Funding Opportunity

Homeland Security Cyber Security Go Kits 2018

Applications must be submitted through Egrants on or before August 31, 2018

Contact Information for this Notice of Funding Opportunity

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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/accountmanagement/default.aspx and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:
The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to http://fedgov.dnb.com/webform. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at http://fedgov.dnb.com/webform/displayFAQPage.do. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):
All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.
https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

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Description: WEM will provide grant funds for the procurement of Cyber Response Team (CRT) Jump Bags to model the states three cyber teams after the FEMA and military model.

The Jump Bags will assist the CRT team members by keeping personal equipment off a client's infected network while troubleshooting problems, i.e.: wireshark logs, packet capture. This will aid in discovering what traffic is going out of the network and where it is going. All equipment will be kept in jump bags with each team member for easy and quick deployment.

Jump Bags will consist of: backpack, laptop, extra monitor that is USB powered and video, hardware (HHD), Blue and Red Team Guides, Incident Response (IR) Software, and Diggers Book.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: August 31, 2018

Project Start Date: October 1, 2018

Project End Date: August 30, 2019

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted quarterly.

Equipment grants will require an Inventory Report in addition to program and financial report.

Financial Reports Frequency must be submitted quarterly.

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the dollar amount available under this funding opportunity is $72,500.

Match/Cost Sharing Requirement: None

Eligibility: The only eligible applicant is the Department of Administration, Division of Enterprise Technology.

Eligible Expenses: Funding may be used for Equipment budget category.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

   In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

   > "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)"

   There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. **Approval Checklist**
   Answer Yes, No, or N/A (not applicable) to each question.

3. **Performance Measures**
   Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

5. **Budget Narrative**
Please describe how your budget relates to the overall implementation plan.

6. **Core Capabilities**
Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. **Needs Description**
Describe the gap these grant funds will solve or diminish.

8. **Implementation Plan**
Describe the steps needed to implement this project such as how will the Jump Bags will be inventoried, distributed, equipment maintained to current IT requirements, and collected for re-distribution due to CRT turnover.

Application Review and Award Criteria
All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements
If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Title: Equipment Training
All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

2. Title: Equipment Maintenance and Disposal
Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact

Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

3. Title: Sustainment Costs
   Agencies that accept funding are responsible for all sustainment costs.

4. Title: Resource Typing
   Sub recipient shall provide information to WEM as necessary regarding federal resource typing requirements identified in FEMA Information Bulletin #388 and 388a.

5. Title: Procurement
   Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

6. Title: Funding Acknowledgement Required
   Funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local-pass through. Funding Acknowledgements must be submitted to WEM upon submission of reimbursement requests. Upload the documents into Egrants within the Monitoring Section under Project Document Attachment.

7. Title: Grant modification
   Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

8. Title: Allowable Grant Activities
   This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

9. Title: SAM Requirement
   SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award."